PeopleSoft Printing the State Detailed Deduction Report



March 8, 2005

Breadcrumbs: Home > Compensate Employees > Manage Payroll Process (US) > Report 1 > State Detailed Deduction Report

REQUESTING A DETAILED DEDUCTION REPORT

Use the following navigation to 'State Detailed Deduction Report' and select 'Add a New Value'; if you have run this report before you can 'Search' or simply enter your 'Run Control ID'.

Home > Compensate Employees > Manage Payroll Process (US) > Report 1 > State Detailed Deduction Repor New Window

<u>Help</u>

State Detailed Deduction Repor

Find an Existing Value

Run Control ID:	
☐ Case Sensit	ive
Search Adva	nced Search
Add a New Value	<u>.</u>

'Run Control ID' is primarily for technical tracking of processes. We recommend you simply use your 5-digit Business Unit in that field, and then click 'Add'. In the future, you may simply enter your Business Unit in the previous screen and it will recall your 'Run Control'.

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<u>Help</u>

State Detailed Deduction Repor

Add a New Value

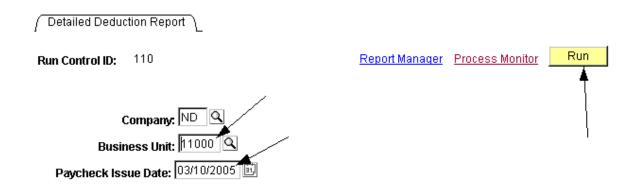
Run Contro	HD:		
hhA	-		

Find an Existing Value

On the following screen the company should be 'ND'. You will then enter your 5-digit Business Unit (you will only get results for the Business Units for which you have security access) and enter the supplemental payroll paycheck issue date (ex. The February paid March supplemental date would be 03/10/2005) you wish to print. This report can be run for current or prior months. Then Click 'Run'.

NOTE: The 'system' currently seems to be placing a blank space in the Business Unit field. You may have to backspace to clear that blank in order to be able to put all 5 digits of your business unit in.

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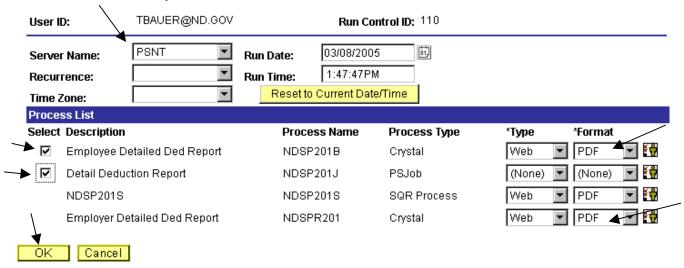
The following screen shows the parameters for the report and the *Format defaults to 'HTM'. The Server Name should be PSNT. You will need to check the boxes for both reports. If you only need to print one report then only click that box. The report is formatted to show best in adobe PDF format, so we recommend you select 'PDF' for the Format. Then click 'OK' and you will be returned to the previous screen.

When returned to this screen, click on 'Process Monitor' to view the status of the report running.



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Process Scheduler Request

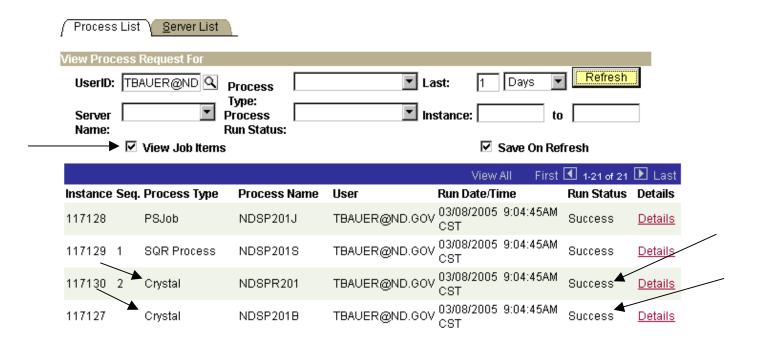


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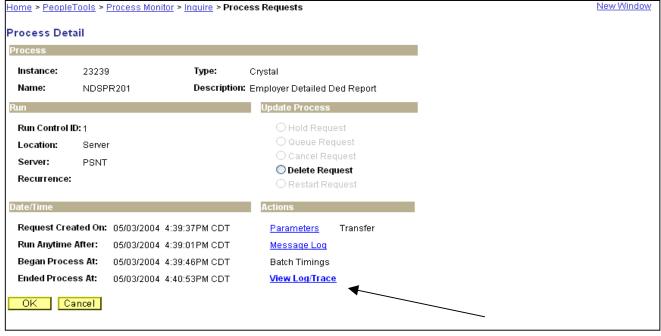
At this Process Monitor screen, you will need to check the box next to 'View Job Items' and click on 'Refresh'. This will list the three processes that are running. Click on 'Refresh' periodically until the 'Run Status' of all three processes shows 'Success'. Then click on 'Details' for the Crystal Process. You will have 2 reports to print out. One report will show the employer paid benefits and the other report will show the employee paid deductions.

Home > PeopleTools > Process Monitor > Inquire > Process Requests

New Window

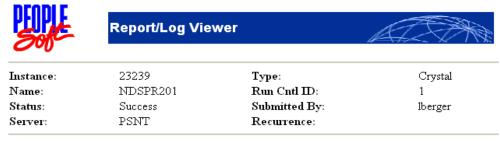


At the Process Detail screen, click on "View Log/Trace" to get to the next screen with the report file name.



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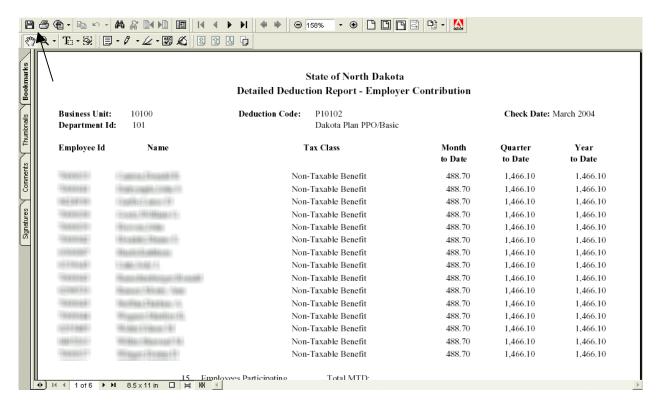
Click the report name below to view the report. The report name should end with ".PDF".



Employer Detailed Ded Report

	Name	Size	CreationDate
	Message Log	0 bytes	Mon May 03 16:39:44 2004
<	NDSPR201 23239.PDF	22139 bytes	Mon May 03 16:39:46 2004

The report, shown in part below, may be saved wherever you prefer to store it or printed at your own printer.



Once you have printed the first report and if you need to print the other one you will need to go back to the process monitor and click on 'Details' on the second report. You will then need to follow the steps above to view or print the second report.